**Syllabus for English 250, Section #53244**

**Basic Writing, 4 units**

**Monday-Friday from 11:00am-11:50am in CCI 202**

# Class Information

Mrs. Berg, Instructor Email: emily.berg@reedleycollege.edu

Office: Faculty Annex 6 (directly behind the SOC building) Phone: 638-3641, ext. 3150

Office Hours: Mondays-Thursdays, 9-9:50am. Other times may be scheduled outside these hours as needed.

**Course Description**

In this course, students will work on getting used to and comfortable with writing and discovering ways to express their ideas to others. Students will also develop an understanding of sentence and paragraph structure. They will begin to find and correct grammatical errors and get used to using computer word processors for writing. This course is a companion to reading course ENGL 260 and prepares students for ENGL 252. Students must satisfactorily complete written course work to receive credit.

**Grading Policy**

English 250 is a **credit/no credit course**. This means that you will not receive a letter grade (A,B,C,D,F) for this class on your transcript. Rather, you will receive a CR (credit for a letter grade of A,B, or C) or NC (no credit for a letter grade of D or F). I will calculate your grades based on the following traditional grading scale, however, during the semester:

**Passing: A=90-100%; B=80-89%; C=70-79%;** Failing: D=60-69%; F=0-59%

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| **Assignments & Approximate Due Dates** | **Point Value** | **Your Grade** |
| Essay #1 (due week 4) | 100 |  |
| Essay #2 (due week 7) | 100 |  |
| Essay #3 (due week 9) | 100 |  |
| Midterm (In Class, Timed Essay, given week 10) | 100 |  |
| Essay #4 (due week 14) | 100 |  |
| Essay #5 (due week 17) | 150 |  |
| Final (In Class, Timed Essay) | 150 |  |
| Homework (weeks 1-17) | 100 |  |
| Grammar Tests | 100 |  |
| **TOTAL POINT VALUE:** | **1,000** |  |

Grades are promptly posted on Blackboard; please look on Blackboard for your current grade in the class. If you have trouble accessing your grades, you are always welcome to come discuss your progress in the class with me during my office hours.

**Changes to the Syllabus/Calendar**

The instructor reserves the right to make changes as necessary for the benefit of the class to change policies on the syllabus or dates on the calendar. Missing class is not an excuse for not being aware of any changes that are made to the calendar or the syllabus.

**Course Objectives/Learning Outcomes**

Upon completion of this course, students will be able to:

1. Write a paragraph with a beginning, middle, and an end that is a minimum of 250 words. This paragraph will include:
   * a focused main idea
   * unified details which support the main idea
   * complete sentences
   * the use of appropriate academic language
   * correct usage of MLA format
2. Plan and revise both take home and timed writing assignments with guidance, employing all stages of the writing process as necessary.

**Required Texts and Materials—Bring all of these things to each class:**

Blanchard, Karen Louise and Christine Root. *Ready to Write More: From Paragraphs to Essays.* 3rd Edition.

Pearson, 2010.

Langan, John. *English Essentials: Short Version*. West Berlin: Townsend Press, 2010.

Savoy, Tina. *La Vida Real: Voices of Latino Students Today*. New York: Townsend Press, 2009.

*Highly recommended*: A pocket dictionary (such as Merriam-Webster) or a computerized portable dictionary.

**Note**: I have placed several copies of all of these textbooks on reserve at Reedley College’s library for you to use, should you have trouble getting the textbooks. In other words, there is no excuse for not having the textbooks you need for every class.

**Supplies Needed for Every Class**:

* a flash drive
* a set of several different colored highlighters
* plenty of lined paper
* some computer paper (in case we run out in lab)
* pencils and blue or black ink pens
* a binder with organizational tabs to keep all of your work for this class

Additional materials needed: two examination blue books (size 8 ½ x 11) for the midterm and final.

**Homework**

Homework assignments (based on grammar work, drafts of the writing assignments, and reading assignments from *At a Glance: Essays*) are **checked at the beginning of class only** for full credit. You will have the work checked within the first five minutes of class only for full credit**. If you are late (or absent) for whatever reason, your work is late**. If you were late, absent, or you didn’t do your work on time, you still have the opportunity to earn partial credit until the midterm for assignments given during weeks 1-9 and the final for assignments given weeks 10-17. The homework grades will be added to your total grade at the midterm and final times only; once a grade is entered for homework at those times, you cannot make up any missing work for that time period.

**Attendance Policies**

Important skills are learned in every class meeting—when you are absent, you miss a lot! Please be aware **that more than two weeks of absences for whatever reason will result in a drop** from this class. It is your responsibility to get assignments and handouts and to make sure that they are turned in if you are absent. I suggest that you find a reliable person in class to turn in papers for you, get homework assignments, and pick up work for you should you need to be absent from a class. I also post all of your homework and all class activities in Blackboard (find it in the “Weekly Schedule” folder). Should you need to be tardy more than 10 minutes of any class or need to leave more than 10 minutes early, I will count that as an absence.

Tardies and early departures are disruptive and will not be tolerated; **two tardies or early departures of more than 5 minutes will result in one absence**. **If you arrive late, it is your responsibility to check in with me at the end of class, or your absence will remain on your record**. Please come in quietly and take the closest available seat by the door to minimize disruptions to the class.

**Cheating/Plagiarism**

***Bottom line***: do not copy someone else’s words or ideas without giving them credit. Do not use another student’s paper as your own. Do not use a paper you wrote from another class in this class. Do not have another person write the paper for you. All of these are forms of cheating. You will receive a zero on the assignment and a report will be filed with the administration for their review.

**Essays—Getting the Work Done on Time**

For each essay assignment, you are required to submit outlines and several drafts before the final draft is due. To receive full credit for your work, your drafts need to be on time and of **substantial length** –the same page requirement as the final draft assignment**.**

**If you are absent for whatever reason on the day a final draft is due, it is nonetheless your responsibility to turn in the work on time**. You will need to submit the paper to me, in class, by email, or in my mailbox **before class begins** to receive full credit for the assignment.

Any essays written during the semester will **only be** **accepted up to one week** after the deadline for any credit. For each class meeting that you submit the essays late, **a full letter grade will be deducted** from the overall grade.

**Essays--Rewriting** **Policy**

You are allowed to and encouraged to rewrite only **one essay over the semester to try to earn up to one letter grade** **higher** than the final grade you received on the paper. Please note **you can only rewrite your work if you turned in the final draft of the paper on time**. **You have up to one week** from when I return your essays to rewrite the paper. Here’s the steps you will need to follow to rewrite your paper:

1. Once I have returned the essays to the class, you have up to one week from then to rewrite the paper. On the rewritten draft, **highlight exactly what you have changed in the document itself**.
2. Then, after the last page, include a separate typed paragraph explaining exactly what changes you have made and explaining how these changes improved your paper. I will only award a grade higher for papers with substantial, significant changes in them and for people who have followed these directions.
3. Turn into me the rewritten copy with the highlighting and your explanation of what you changed.
4. **You will not have the opportunity to rewrite Essay #5, as grades are due soon after you turn in that final paper.**

**Essay Formatting: How Should My Papers Look?**

For all work you submit, follow MLA formatting:

* Font set for TIMES NEW ROMAN 12
* Line spacing set for DOUBLE
* Entire essay is DOUBLE line spaced only—no more and no less ANYWHERE
* The margins are set to 1” on all sides.
* In the PARAGRAPH menu, SPACING **BEFORE** and **AFTER** is set for ZERO
* Page numbers have been INSERTED (not typed) into the upper right hand corner beginning with page one. This is formatted into the header, appearing ½ inch from the top of the page
* Student’s last name appears before the page number—AND there is a space between the name and page number.
* On page one ONLY, in the top left hand corner of the page, the following appears 1 inch below the top of the page.
  + Student’s Name
  + Instructor’s Name
  + Course
  + Due Date for Essay
* The above information is double line spaced.
* The essay has an appropriate title, which is centered—USING the computer’s function to center (not tabbed or spaced into the center). The title is a creative one, not merely the assignment’s name. The title has every major word capitalized, and there are no quotation marks around the title. The title is the same size font, and it is not italicized or in all capital letters.
* The Work(s) Cited is the last page of the essay—INSERT NEW PAGE. The works cited page is the last formatted page of the essay, so it also follows all of the formatting details listed above.
* Turn in all work with your final draft (all brainstorming, outlines, and drafts).
* On your final draft, highlight your thesis statement and all of the topic sentences in your body paragraphs.
* Staple an English 250 rubric on the front of the final draft of your essay.

**Please note:** Should I discover while reading your essay that you have not followed the above formatting expectations, run spell check, or sufficiently proofread and edited your work, I will discontinue reading and return the essay to you. You will then have until the following week to revise the paper and resubmit it with the first paper you submitted. The highest grade such a “returned” paper can receive is a “C.”

**E-Mail**

An e-mail address is essential for this class, and everyone in this class has a SCCCD email account. This email account has been assigned to you and is the one that Blackboard uses**, so you will need to check your SCCCD email account daily**. It is the only way I will be contacting you to notify you that class has been cancelled, give you updates on announcements, or return your graded essays.

When you send an email, you must be specific in the message and always **sign your name**. Your email address does not necessarily identify who you are. I do not read or respond to email if I don’t know the sender.

**In addition, remember, when you email me, you are not text messaging or emailing a friend.** You need to run spell check and think about the way you are writing; for example, do not use lower case i’s when using the first person pronoun “I” and address me in a considerate, respectful manner. I will not respond if I cannot read what you have written, and I certainly won’t respond if you are being disrespectful.

In terms of response time, please keep in mind that you need to give me at least twenty-four hours to respond during the work week only (meaning I will not typically respond over the weekend). Do not send me multiple copies of the same email, thinking this will get me to respond faster. I do not text students, and I will respond to your email as soon as I can. That being said, if I have not responded during the workweek within twenty-four hours, give me a call or email me again to make sure I did get your first message.

# Examinations

If you are absent for any of the grammar tests, you will need to be make it up no later than one week after it was given, but you can take it only if you contact me in advance of your absence; there are no exceptions, regardless of the reason for your absence. You will need to come in during my office hours to make up the tests within one week.

**The in-class midterms and final cannot be made up**; if you know in advance that you cannot attend the midterm or final, be sure to speak with me in advance to make alternate plans before the tests are given. I will give a zero to anyone who does not show up to the midterm or final without speaking to me in advance to make alternate plans, no matter what the reason is.

Please refrain from talking during examinations, and you may not leave the classroom unless you have turned in your exam and you have been instructed that you may leave when you are finished. You may only use the materials specified on the directions of the exam, and you may only use your own materials. Absolutely no electronic devises may be used or be on your desk during an exam. Should you be found in violation of these test regulations, you will be immediately dismissed from the exam with no credit.

# Individual Conferences

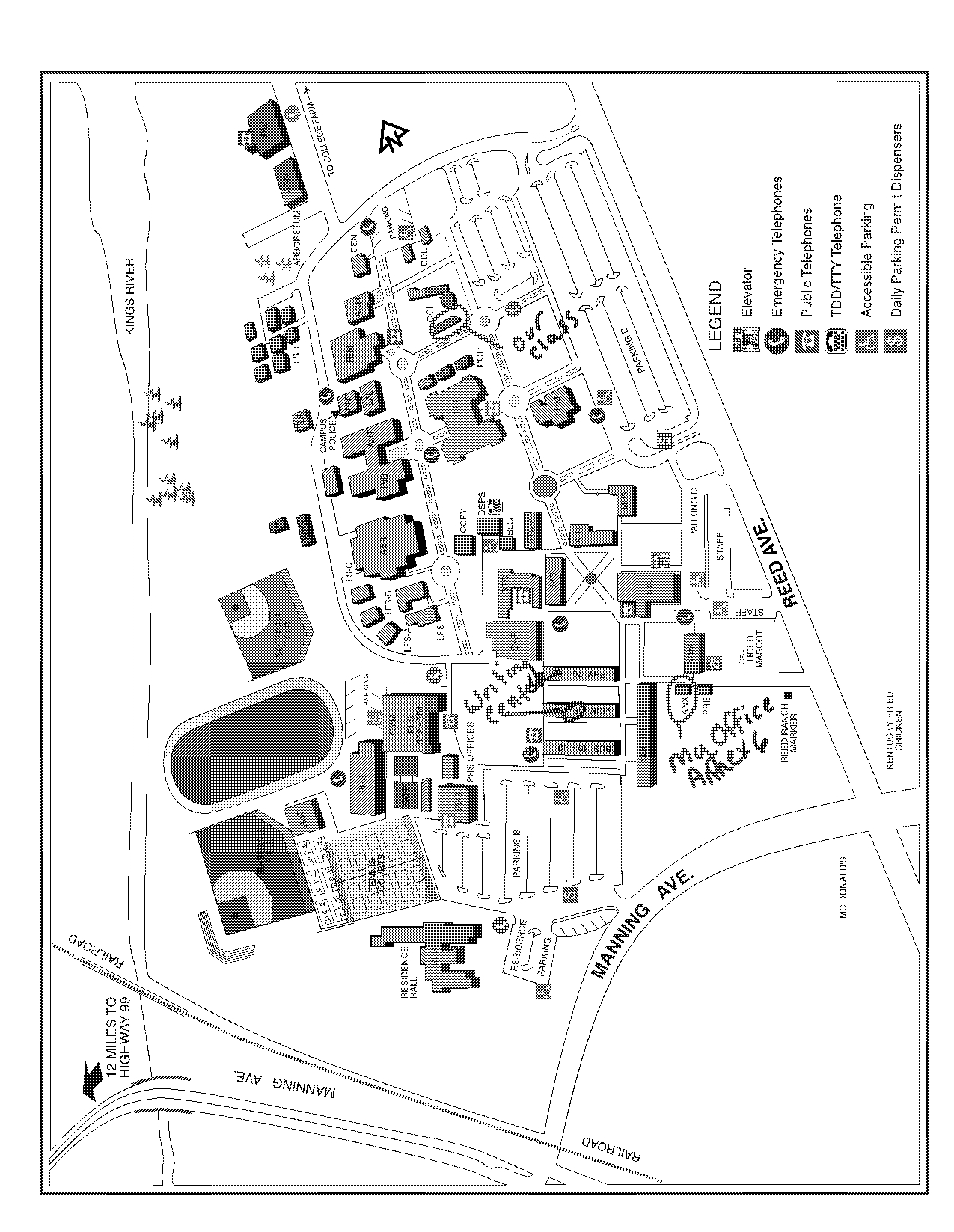
Occasionally throughout the semester, I will hold mandatory individual conferences to discuss your progress in the class or to review your drafts with you. You will sign up the previous week for your appointment time. Please make sure you arrive early for this appointment with the homework due that class period ready to show me during your appointment. Missing a conference counts as a class absence, and you still need to check in with me regarding your draft or your grade—you will then need to reschedule your appointment during my office hours.

# Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Reminders/Tips for Success**

1. **Electronic Devices**: **Please turn off cell phones and pagers during class and put them away, off your desk**. It is unacceptable to set your phone on discreet and leave it on top of your desk, or to text during class—it is disruptive to you, your fellow students, and your instructor when you check your messages and calls during class. Please do not use or have on any other electronic equipment during class (I-pods, cell phones, laptops, etc.), including during lab time. Without a doubt, do not answer your phone in class. If you appear to be more interested in texting during class than paying attention, I will ask you to leave for the day with an absence.
2. **Disruptive behavior** during class will not be tolerated for the sake of our learning environment; I reserve the right to ask you to leave the class with an absence if you are disruptive of other’s learning. Disruptive behavior includes (but is not limited to) talking, passing notes, arguing, eating food, sleeping during class, working on assignments for our class or other classes other than the one being covered in class at the time, receiving cell phone calls during class, text messaging during class, having your cell phone on your desk, not having the materials needed for class, or having your head on your desk. **The first time a student violates these rules, he will receive a verbal warning from the teacher. The second time (and any time thereafter), the student will be dismissed from the class with an absence**.
3. In this class we will occasionally read, view, and discuss controversial subject matter. This is college, so adult topics should be expected. These could include issues such as race, sexuality, gender, and cultures different from your own. When you are faced with new ideas, ideas that are different than your own, or issues that make you uncomfortable, I expect you to keep an open mind and never to lower yourself into discriminating or using a mocking, harassing, or belittling tone of voice to others.
4. Set up a current, readily accessible working email account through SCCCD as soon as possible. Check this email daily, as I communicate frequently with you through this account.
5. Always be prepared for class. If you show up unprepared for class, not having the materials you need for the class or the assignment, and are unwilling to work, I will ask you to leave with an absence for the day.
6. Be sure to keep all of your work during the semester. Accidents happen, teachers lose papers, gradebooks get stolen—protect yourself by keeping copies of your work, both hard copies and electronic copies.
7. During our lab time, I expect you to work quietly on assigned work. If you are finished with a writing assignment, then I can read your assignment before you turn it in. You can always work on rewriting other writing assignments during lab times. You can also work on homework for our class. Lab time is not a time to browse the Internet (except of course if you are researching a writing assignment for our class). You may be asked to leave if you are not complying with these guidelines. **Do not only rely on our lab time to complete your writing assignments. Many times, we will use lab time to do other work.** You will need to work on your papers outside of class time also. There is a computer lab in the library. There are computers available at the public library in downtown Reedley that you can use.
8. Should you discover that you are unable to regularly attend class for whatever reason, it is imperative that you discuss this with me as soon as possible. Telling me of work schedule changes, illness, family emergencies, etc. after missing several days/weeks is unacceptable.
9. Showing up to class is not enough; it’s true that being present helps you to learn, but if you do not do the assignments, you will not pass. Turning in the work is not enough: just doing the assignments does not warrant a passing grade. You need to be doing passing work to pass the class.
10. From time to time, I might share your writing with the entire class (I will do so without telling who the author is), or you will be asked to share your work with each other. Please don’t write about topics you don’t want others to know about.
11. **Important dates:**
    1. **Semester begins: Monday, August 15**
    2. **MLK holiday: Monday, September 5**
    3. **Last day to drop the class without a “W” on your transcript: Friday, September 2**
    4. **Last day to drop the class (a letter grade will be assigned after this date): Friday, October 14**
    5. **Veterans’ Day holiday: Friday, November 11.**
    6. **Thanksgiving holiday: Thursday, November 24-Friday, November 25.**
    7. **Our final will be held on Monday, December 12 from 11am-12:50pm in CCI 202.**

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